North Central
Regional Transit District
Job Description

Title:	Finance Director	**Code:**	**A-FD001**
Division:	Finance	**Effective Date:**	04/13
Department:	Administration	**Last Updated:**	11/2016

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, directing, organizing, and controlling the financial operations of the District, including, accounting, revenue, debt, investments, payroll, budget, financial analysis, performance reporting, and grants administration in accordance with District policies and procedures. This is an "At-Will" classification which means the Finance Director serves at the will of the Executive Director and may be removed at any time without cause, notice, or right of appeal.

SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

SUPERVISION EXERCISED

Provides close to general supervision to Financial Analyst and Financial Specialist.

ESSENTIAL FUNCTIONS

Financial Management: Provides financial guidance in day-to-day and long term financial operations; responsible for the accuracy and legal performance of the District's financial transactions and administration; manages governmental accounting functions; directs and prepares District-wide budget; coordinates budget development process with Executive Director and various District department heads; forecasts revenues and expenditures.

Creates, integrates, and evaluates the financial programs and supporting information systems of the District to include budgeting, accounting, payroll, audit, grants administration, debt, investments, performance reporting, revenue and all related finance operations; oversees the monitoring of complex financial analyses.

Coordinates the development of the District's annual budget and develops financing plans for future projects. Develops department budget and assists and coordinates the review of Districts department budgets with department heads. Reviews legislative proposals for potential financial impacts on the District.

Investment Administration: Oversees the monitoring, maintenance, and management of the Districts investments to ensure optimum yields consistent with the Board approved Investment policy.

Coordinates the preparation of financial statements, financial reports, special analyses and informational reports. Keeps apprised of laws, regulations and financing methods that address the district's funding requirements and obligations. Ensures compliance with state and federal reporting requirements for budgets, audits and other financial documents; inclusive of but not limited to GASB, FASB, NM Office of the State Auditor, and NM Department of Finance Administration.

Procurement Administration: Oversees District-wide procurement practices; assures proper competitive pricing and bidding for contracts, services, and purchases; oversees the ongoing education and training of District staff related to procurement policy, practices and procedures. Interactive with outside vendors/contractors related to RFP's, RFQ's, etc. during the process of bidding and notice of award.

Grant Administration: Oversees grant, financial and statistical reporting function with appropriate agencies at the State and Federal level. Initiating and updating grant applications and financial reporting in the TEAM Web system. Interact with partnering Pueblos for Tribal federal grant administration, inclusive of but not limited to detail of funds for reimbursement and invoicing.

Quality Control & Auditing: Reviews recommended contractor proposals for financial soundness. Manages complex data analysis projects, oversees the maintenance of related records systems and databases for financial tracking, reporting, and research purposes, and administers complex programs and assigned projects to Finance staff. Administers internal audit worksheets and analysis and determines areas of concern and internal control gaps where needed.

Coordinates annual external audit; directs and coordinates various closing functions; serves as internal auditor. Prepares and presents periodic and annual financial statements summarizing the fiscal condition and projections for the District.

Fixed Asset Management: Maintains and monitors records of inventory of equipment purchased by the District and records necessary to prepare required reports. Manages and updates fixed asset record keeping system; performs fixed
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asset accounting and maintains accurate life of equipment for depreciation purposes; tracks all new purchases, all inter-departmental transfers, and all property disposals for all departments; prepare and tracks special database on sensitive items inventory; prepares ad-hoc reports on fixed assets for individual department requests.

Conducts or directs annual physical inventory and ongoing inventories by department of types of equipment of all District assets as well as work with individual department heads to spot check inventories throughout the year. Finance Director,

Conducts capital asset audits in compliance with state, federal and GASB standards and NCRTD's Fixed Asset and Inventory policy and procedures; monitors and assists finance and purchasing staff with internal controls, internal auditing and assures accurate posting of asset data.

General Operations & Administration: Performs as an integral member of the Senior Leadership Team to ensure effective interfaces and integration of activities with other organizational units.

Establishes departmental direction through objectives and programs in conjunction with goals set by the Executive Director. Develops finance department policies and procedures. Manages department to ensure adherence to organization's policies, procedures, and standards as well as productivity and utilization of all staff in the District.

Recruit, hires, trains, supervise and evaluates department staff. Oversees performance management and administers performance evaluation of department staff including preparing and monitoring individual staff and department goals.

Manages the work of staff including coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee compliance issues and recommending and implementing employee discipline.

Monitors staff compliance with District's policies and procedures; as well as local, state and federal rules and regulations. Ensures the proper maintenance of employee record's and department statistics related to assigned operations. Conducts special projects, performs analyses and develops plans as requested by Executive Director. Prepares Board reports and other reports as needed. Assist with special projects as required, and other duties as assigned.

Represents the District externally to other governmental agencies, funding agencies, stakeholders and the general public as requested. Makes oral and written presentations to senior staff, Board of Directors and outside agencies and organizations as needed in relation to the financial structure of the District.

Guards the District against theft or fraud through the establishment of internal controls and other mechanisms. Manages complex data analysis projects, oversees the maintenance of related records systems and databases for financial systems.

Performs related duties as required.

PROFESSIONAL STANDARDS AND VALUES

At North Central Regional Transit District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the essential functions outlined above and minimum qualifications outlined below, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice the following attitudes and behaviors while at work.

- Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.

- Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).

- Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).

- Keep a positive, "can do" attitude toward tasks, coworkers, management and customers.

- Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).

- Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).

- Be a steward (1) of our organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related;

   AND

   B. Eight (8) years of progressively responsible experience related to above duties that include at least three (3) years supervision of professional and clerical staff;

2. Knowledge, Skills, and Abilities:

   Thorough knowledge of principles, laws, rules and regulations relating to transit operations and practices related to government finance, accounting and budgeting; accounting principles practices and procedures (GFOA, GAAFR, GAAP, FASB and GASB); public finance and fiscal planning; public organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to public agencies including state and federal sources; local investment options and opportunities; general office maintenance and practices; basic personnel management practices and procedures; computer accounting spreadsheet applications and various software financial programs; business and technical writing; operation of standard office equipment; debit and credit accounts and General Ledger and advanced accounting; interpersonal communication skills and telephone etiquette; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation.

   Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and District residents; coordinating flow of information and communication between staff, consultants, committees, and Board of Directors; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

   Ability to maintain strict confidentiality of all privileged documents and information; communicate financial information in a clear and concise manner; conduct self in an appropriate manner as a representative of the District, working effectively in a diverse work environment; apply District's financial regulations and to prepare and administer an annual budget; analyze and interpret financial information and prepare accurate financial statements; be public service oriented with tactful and effective conflict resolution skills; make effective oral presentations to staff, committees and the Executive Board; establish and maintain effective work relationships with a variety of groups and individuals; have a creative, inquiring and innovative manner willing to explore new approaches, implement new methods, and be receptive to suggestions of others; plan and supervise the work of subordinate staff including coordinating, prioritizing, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; and processing grievances; analyze and recommend solutions to complex operational and personnel problems and issues; make sound decisions, establish and maintain procedures for effective daily operation of the finance department; operate a computer including word processing, spread sheet and data base applications; perform basic mathematical calculations; develop and monitor a department and divisional budgets and establish budgetary controls; prepare concise and effective

written communications; manage multiple projects and operations simultaneously; work independently under time deadlines and within project budget; maintain credibility while balancing competing demands within the District; build and maintain effective working relationships with those contacted in the course of work using

principles of good customer service; make public presentations and communicate effectively both orally and writing; establish and maintain effective and cooperative working relationships with District Employees, member entities and the general public; effectively manage time and work to meet deadlines exercise independent judgment in the analysis and solution of complex problems and issues.

3. Special Qualifications:

Must be bondable. CPA (Certified Public Accountant), CGFM (Certified Government Financial Manager) or CPFO (Certified Public Finance Officer) is highly desired.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which may involve light muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

5. FLSA Status: Exempt

Employment Requirements:

Employment is subject to pre-employment alcohol and/or drug testing.

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Anthony J. Mortillaro, Executive Director Date

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.